APPLICATION FOR NASA/MSFC SECURID® TOKEN

This form must be filled out legibly and completely. Any form lacking information will be disregarded. Privileges are audited regularly. If access is used improperly, the privilege will be removed.

Name (Last, First, MI):	Citizenship:	If citizenship is not U.S., enter citizenship status (Permanent Resident, Foreign National, etc.):

Verification Question (e.g., Mother's Maiden Name):	Verification Answer:	If non-Government employee, identify official relationship to NASA (provide number assigned to grant, MOU, contract, etc.):

Organization:	Mail Code:	Building/Room Number:	Work Phone Number (include area code):

Surface Mailing Address:	E-Mail Address:
	Sponsoring NASA Center:

Action Required:

☐ New Token Request ☐ Register Existing Token Serial Number:_____ ☐ Change User Information

Desired User ID: And Date (found on back of Token) : _____

_____ ***See Instructions, Step 2.***

Existing User ID: _____

Purpose for Use of SecurID® Token (list systems, applications, or services required):

(Must have MSFC Form 4194 on file for VPN or Dial-In access.) ☐ MSFC VPN or Dial-In Access ☐ NSSTC VPN or Dial-In Access

Conditions of Issuance

I acknowledge and declare that, prior to applying for, accepting or using the SecurID® Token, I have read and accepted the conditions in the NASA/MSFC SecurID® Token Subscriber Agreement. (See Instructions.) I also certify that I am the individual described in this NASA/MSFC SecurID® Token request.

Applicant's Signature and Date:

I. CONTRACTOR ORGANIZATIONAL APPROVAL (FOR CONTRACTORS ONLY)

Supervisor's E-mail Address:	Supervisor's Phone Number (include area code):
Supervisor's Legal Name (Last, First, MI) and Official Title:	Supervisor's Signature/Date:

II. CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE - COTR (FOR CONTRACTORS ONLY)

COTR's Legal Name (Last, First, MI) and Official Title (Must be Civil Service):	COTR's Signature/Date (Must be Civil Service):

III. SECURITY ADMINISTRATOR USE ONLY

Date of Request:	Date Received:	Date Sent:	Administrator's Signature/Date:

Issued Token Serial Number and Date:	User ID:

Comments:

INSTRUCTIONS

1. Read the conditions of issuance set forth in the NASA/MSFC SecurID® Token Subscriber Agreement. If you accept these conditions, proceed with the following instructions.

2. If registering an existing Token that was not issued by MSFC, your RSA SecurID® Administrator must email the seed key file to: SecurID@msfc.nasa.gov. (Export the tokens by user/group in *.asc format and "zip" the file.)

3. U.S. citizens in foreign countries, non U.S. citizens or persons representing foreign-owned companies must also submit an approved MSFC Form 4312.

4. If the applicant is a Civil Service employee, only the applicant's signature is required (one signature). If the applicant is a contractor, the applicant, his supervisor, and the NASA Civil Service COTR or civil service sponsor must all sign (three signatures).

5. Digital Signature(s) may be used on the Informed on-line version of this form. Please do not mix digital and handwritten signatures on the same form. If you use digital signatures, email the form to securID@msfc.nasa.gov - a fax is not required.

6. If the applicant chooses to use handwritten signature(s), fax the form to (256) 961-7120.

7. The token and instructions for activation will be surface mailed directly to the user.

8. If you have any questions/problems regarding your SecurID® Token, contact the MSFC Help Desk at (256) 544-4357, Option 0; or (866) 419-6297.

NASA/MSFC SECURID® TOKEN AGREEMENT

NASA/MSFC SecurID® Tokens are government-supplied equipment, and as such, all SecurID® Token users, as subscribers and/or relying parties are bound by NASA regulations on the use of government-provided equipment.

SecurID® Tokens are not to be used for access to classified information (National Security Information), only for access to NASA information that is sensitive but unclassified.

Failure to abide by NASA SecurID® Token policies and practices may constitute grounds for revocation of the SecurID® Token privileges, administrative action and/or civil or criminal prosecution.

All SecurID® Token users shall:

    a. Make true representation at all times regarding information in their application.

    b. Use the SecurID® Token exclusively for legal and authorized NASA business by the requestor identified in the application only.

    c. Inform the MSFC Help Desk within 48 hours of a change to any information included in their SecurID® Token application request.

    d. Inform the MSFC Help Desk immediately of a suspected compromise or loss of the SecurID® Token.

    e. Inform the MSFC Help Desk when he/she no longer requires the SecurID® Token, this includes job transfer, extended leave, or termination of employment.